

TOWN OF NEEDHAM WORK SCHEDULE POLICY #425

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the work schedules for employees and to provide for flexible schedules where the workload permits.

2. APPLICABILITY

This policy applies to all non-represented, full-time and permanent part-time General Government employees. .

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

4. POLICY

4.1 Work Week The basic work week shall be five (5) seven and one-half (7 1/2) or eight (8) hour days, totaling thirty-seven and one-half (37 2) or forty (40) hours per week, depending on work location.

4.2 Seasonal Requirements Department managers may establish irregular work schedules due to seasonal or other workload requirements. In establishing such schedules, department managers shall carefully consider the convenience of the employees involved.

4.2 Flexible Scheduling

4.2.1 Appointing authorities and department managers may establish flexible working schedules for employees consistent with the staffing of the particular department and the business hours of the municipal building in which the department is located. Such schedules shall be reduced to writing, and may be changed at the discretion of the appointing authority or department manager.

4.2.2 Exempt employees work a considerable number of nights, and often work additional hours attending board and committee meetings, Town Meetings, and responding to emergencies. When workloads permit, and taking into consideration the individual circumstances in each department, appointing authorities are urged to allow exempt professional and managerial staff to adjust their work schedules (e.g. arriving after 8:30 a.m. or leaving prior to 5:00 p.m.).